

**BOARD OF CORRECTIONS  
CORRECTIONS PLANNING AND PROGRAMS DIVISION  
REPEAT OFFENDER PREVENTION PROGRAM GRANT (ROPP)**

**SITE VISIT REPORT**

County:	Contract Number:
Project Title:	
Project Manager:	
Fiscal Officer:	
Field Representative:	
Date of Site Visit:	Funding Level:

**A. PROGRAM SUMMARY**

**B. ADMINISTRATIVE REVIEW**

1. Does the project have a copy of the Board Contact Administration Policies and Procedures Manual for Counties? ☐ Yes ☐ No

If no, date provided by the Field Representative.

2. Were grant funds budgeted to purchase equipment? ☐ Yes ☐ No ☐ N/A

If yes, has the equipment been ordered or received? ☐ Yes ☐ No

If no, explain and discuss any action to be taken.

3. Does the project maintain time sheets for employees paid with grant funds? ☐ Yes ☐ No

If no, explain and discuss the Technical Assistance (TA) provided.

4. Does the project have questions regarding submitting Progress reports or invoices? ☐ Yes ☐ No

If yes, describe the TA provided.

5. Does the project budget contain administrative costs exceeding ten percent (10%)? ☐ Yes ☐ No

If yes, describe the TA provided.

6. Are all project subcontracts complete?

☐ Yes ☐ No ☐ N/A

If no, what is the current status of budgeted subcontracts?

### C. PROGRAM REVIEW

1. Is the project experiencing problems with program implementation or operations?

☐ Yes ☐ No

If yes, describe and explain the TA provided.

2. Does the project have a source documentation system to track services provided to clients?

☐ Yes ☐ No

If yes, does it appear the source documentation system is sufficient to verify statistical data reported to Board in progress reports?

☐ Yes ☐ No

If no, was the TA provided to assist with the development of a source documentation tracking system?

☐ Yes ☐ No

3. Have all grant funded staff positions been filled?

☐ Yes ☐ No

If no, when does the project anticipate all positions will be filled?

4. Does the Project Manager have questions about preparing the progress report?

☐ Yes ☐ No

If yes, describe the TA provided.

5. If available, interview staff assigned to the project. Based upon the interviews are staff performing project specific duties as stated in the grant proposal? ☐ Yes ☐ No

If no, explain.

If no, explain the TA provided to address this Issue.

6. Review the monitoring process and monitoring report form with the Project Manager.

Does the Project Manager have a clear understanding of what will be evaluated and reviewed during a monitoring visit?

☐ Yes ☐ No

If no, is additional TA needed?

☐ Yes ☐ No

7. Does it appear the objectives for the project are obtainable?

☐ Yes ☐ No

If no, should objectives be modified?

☐ Yes ☐ No

Additional Comments:

8. Has the project experienced operational or service delivery problems? ☐ Yes ☐ No

If yes, describe and explain the TA provided

9. Is the project experiencing problems receiving referrals? ☐ Yes ☐ No

If yes, explain and describe any TA provided.

#### D. FISCAL REVIEW

1. Does the Fiscal Officer need additional invoice forms? ☐ Yes ☐ No

If yes, date provided.

2. Does the Fiscal Officer or his/her representative need TA in completing the Board invoices? ☐ Yes ☐ No

3. Does the county maintain an official budget file for the project? ☐ Yes ☐ No

If no, notify the Fiscal Officer or representative since this is a requirement of the grant.

Name of person notified:

Date notified:

4. Do county fiscal records appear to support amounts claimed for reimbursement? ☐ Yes ☐ No

If no, explain and describe the TA provided.

5. Did the project purchase any fixed assets over \$1,500 per item? ☐ Yes ☐ No

6. Is the Fiscal Officer aware an audit is required for this grant? ☐ Yes ☐ No

Is the Fiscal Officer aware that as a cosigner to the contract, he/she or county auditors reporting to the Fiscal Officer cannot perform the audit? ☐ Yes ☐ No

If no, describe the TA provided.

7. Were any fiscal problems noted during the site visit? ☐ Yes ☐ No

If yes, describe and explain the TA provided.

#### E. PROGRAM EVALUATION

1. Is the project having problems gathering information relating to the common data elements?

☐ Yes ☐ No

If yes describe the problem and the TA provided.

2. Is the project having problems that may interfere with the completion of the research and evaluation planned?

☐ Yes ☐ No

If yes, explain.

If yes, is the project requesting the TA from the BOC research staff? ☐ Yes ☐ No

Comments:

#### F. SITE VISIT RESULTS

Comments/Observations:

#### G. ADDITIONAL INFORMATION/PROJECT HIGHLIGHTS

Field Representative:

Reviewed and Approved By:

Toni Hafey, Deputy Director  
Corrections Planning and Programs Division

Date Approved: